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2 December 1954

PHYSICAL SECURITY BRANCH

Statistical Report

November 1954

I. Security briefings held during the month of November under the auspices of the Chief, Security Division:

	<u>Classes Held</u>	<u>Attendance</u>
Basic (new personnel)	2	117
Special	<u>0</u>	<u>0</u>
Total	2	117

II. Classified waste collected daily from all CIA Buildings and destroyed by burning:

Total for Month - 139,500 pounds

III. Safe combinations and repair operation:

<u>Combinations Changed</u>	<u>Secondary Repairs Made</u>	<u>Major Repairs Arranged For</u>
537	282	60

IV. Security identification processing of personnel:

Identification Processing
(Fingerprinting, Photo-
graphing, Secrecy Agree-
ment, Reading of Security
Regulations, Scheduling
for Security Indoctrina-
tion, etc.)

172

Regular
Badges Made
and Issued

393

Limited and
Special
Passes Made
and Issued

268

Regular
Badges
Destroyed

230

Limited and
Special
Passes
Destroyed

34

Fingerprints Taken In
Addition to Those In-
cluded in Regular
Indoctrination

54

Badges Turned
In For Safekeeping
While on Leave, TDY

157

Reissuance of
Badges Turned
In For Safekeeping
While on Leave, TDY

90

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V. Night Security inspections of the various CIA organizational units made by representatives of this Branch:

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Number of Buildings</u>
Director's Office)		
DD/CIA)		
DD/Plans)		
DD/Intelligence)	26	
DD/Administration)	Daily	1
	Staff	
	Duty	
	Checks	
Inspector General)		
ONE	1	1
OSI	1	1
ORR	10	6
OCI	1	1
OCD	14	8
O-O	7	4
DD/P	25	6
Communications	5	5
Training	6	6
Personnel	3	2
DD/A - Subordinate Offices		
Security Office	3	2
Comptroller's Office	3	4
General Counsel	2	2
Medical Office	2	3
Logistics	7	7
Audit	1	1
GPO	<u>0</u>	3
TOTAL	117	

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VI. Security violations involving unlocked safes and exposed classified material detected as a result of inspections conducted during non-working hours by representatives of the Branch and by the guards:

OFFICE	EXPOSED CLASSIFIED MATERIAL		OPEN SAFES	TOTAL VIOLATIONS	NUMBER OF SAFES & VAULTS
	Top Secret	Secret and Conf			
(7) { Director's Office	0	0	0	0)	
DD/CIA	0	0	0	0)	
(1) DD/Plans Hq Staff	0	0	0	0)	
(2) DD/Intelligence Hq Staff	0	0	0	0)	73
(3) DD/Administration Hq Staff	0	0	1***	1)	
Inspector General	0	0	0	0)	
(2) { ONE	0	1	1	2	53
OSI	1	0	1	2	266
ORR	1*	1*	1	3	782
OCI	0	0	0	0	386
CCD	0	1**	1	2	703
O-O	0	1	2	3	304
(1) { DD/P (Area & Staff)	2	5	12	19	2441
(4) Communications	0	1	0	1	282
(5) Training	0	2	2	4	253
(6) Personnel	0	0	0	0	232
DD/A-Subordinate Offices					
(3) { Comptroller	0	0	0	0	462
General Counsel	0	0	0	0	17
Medical Office	0	0	0	0	34
Logistics Office	0	0	0	0	566
Audit Office	0	0	0	0	10
Security Office	0	0	1	1	259
(3) GPO	0	0	0	0	
TOTALS	4	12	22	38	7123

* Improper Transmission

** Improper Storage

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DD/P (1)
DD/T (2)
DD/A (3)

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VII. Visitors processed by the receptionists in the various CIA buildings:

<u>BUILDINGS</u>	<u>PURPOSE OF VISITS</u>				<u>TOTALS</u>
	<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees Forgotten Badges</u>	<u>Deliveries and Repairs</u>	
25X1A6a	32		18	37	87
	217	322	11	10	560
	179		3	11	193
	227	1	3	10	241
	69		2	3	74
	273	12	30	33	348
	142		43	68	253
	458		69	18	545
	726	316	38	151	1231
	165		27	17	209
	194		55	49	298
	296	1	25	34	356
	786	650	29	71	1536
	46	174	2	1	223
	397	19	23	52	491
	52		22		74
	343		15	135	493
	<u>334</u>	<u> </u>	<u>42</u>	<u>172</u>	<u>548</u>
Totals	4936	1495	457	872	7760

25X1A6a In addition to the above, 468 applicants for employment were admitted to the Personnel Office interview room in [REDACTED] adjoining the reception room. These persons were logged by the receptionist but visitor passes were not issued to them as they did not enter the building proper.

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VIII. Credential Record:

Contact Issued	2
Contact Destroyed	5
Firearms Issued	5
Firearms Destroyed	2
Firearms Retained	2
Temporary Contact Destroyed	4
After-Hours Inspection Destroyed	1

IX. In addition to the above, numerous conferences, inspections and surveys were conducted covering a variety of physical security problems. Following are listed some of the major accomplishments:

a. Conferences held with Office Security Officers	8
b. Special security investigations concerning material found in unprotected areas, improper transmission, alleged theft, etc.	25
c. Computations and advice on permissible floor loads, etc.	10
d. Fire and Safety Surveys completed	1
e. Safety meetings and conferences attended	1
f. Special safety inspections completed	9
g. Emergency disaster plans reviewed	2
h. Major building and area security surveys conducted:	
Headquarters Area	27
Out of Town	0
i. Building security conferences held	31
j. Special instructions given to Night Security Officers	30
k. Special Guard instructions issued in writing	19
l. Special instructions given to receptionists	0
m. Entries made in Limited Pass control book by NSO's	2,856
n. Fingerprint cards forwarded to FBI for processing	266
o. Security matters resolved by NSO's during non-working hours	623
p. Photographs pulled and supplied to various organizational units by the badge office and the NSO's	1,164
q. Conferences held on locks, safes and similar equipment	2
r. Technical security equipment briefings	4
s. Technical security inspections conducted:	
Headquarters Area	0
Out of Town	0
t. Armed support furnished:	
Headquarters Area	5
Out of Town	1
u. Unlisted telephone requests handled	7

Distribution

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Orig - Mr.
1 - A&TS

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